



Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).
Class Title: Equipment Mechanic	Department: Public Works
Pay Grade: 110	Revised: 7/1/15

General Description

The purpose of this class within the organization is to maintain and repair vehicles and various equipment, including light automobiles, trucks, pursuit vehicles and ambulances, medium to heavy-duty trucks and construction equipment. Keeps accurate records of time and materials required to complete assigned tasks.

This class works under close to general supervision, independently developing work methods and sequences, but follows proper procedures and assignment instructions.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Performs scheduled and emergency repairs and preventive maintenance tasks on vehicles and equipment as assigned, performing all duties in accordance with established policies, procedures and various regulations. Skills performed include overhauling engines, transmissions and electrical components; replacing clutches; adjusting, repairing and installing fuel, ignition, electrical, exhaust, cooling, brake, suspension and drive train parts and replacing or repairing tires.

Performs diagnostic checks and repairs on computerized, fuel-injected diesel and gasoline-powered vehicles, air brake systems and automotive air-conditioning systems.

Inspects and test drives vehicles before and after repairs and maintenance to check for safety and performance.

Records time and materials required to complete assigned tasks. Determines and orders needed parts and materials.

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Occasionally secures and transports seized vehicles.

Receives, reviews, prepares and/or submits various records and reports including work orders, gas logs, service reminders, parts invoices, service stickers and daily reports.

Operates and maintains a variety of equipment such as passenger vehicles, trucks, tractors, mowers, heavy construction equipment, wrecker, ambulances, patrol cars, refrigerant recovery machine, diagnostic machines and tools, tire balancing/changing machine, vehicle lifts, air compressor, hydraulic press, hand and power tools, welding tools, two-way radio and telephone.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, inmate workers, other county department heads and employees, vendors, and the general public.

Additional Duties:

Modifies or builds equipment as needed.

Keeps abreast of current trends in automotive maintenance and repair work and new products.

Attends meetings, workshops and classes as appropriate or as required to maintain qualifications.

Keeps a clean and orderly workplace.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compares or inspects data, people, or things against a standard.

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People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

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Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens. Loss of life could occur but probability is low.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and also involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

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Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to traffic; moving machinery.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college. And requires a vocational diploma in automotive mechanics or other relevant field.

Requires three years of experience in the maintenance and repair of light to heavy equipment OR an equivalent combination of education, training and experience.

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Special Certifications and Licenses:

Must possess valid state CDL driver's license with appropriate endorsements. Completes special technical training as required.
Prefer ASE certifications.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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